横須賀基地空席広報
VACANCY ANNOUNCEMENT

-Reissue-

-Amendment dated 14 Jan 16-

1) Extended the closing date from 14 Jan 16 to 25 Feb 16.
(14 Jan 16 will be "3rd Cut-off" date as indicated in red.)
2) Add 4th Cut-off as 4 Feb 16.

広報番号： Announcement No.	**SRFJRMC-147-15(R)(A)**
募集締切日: Closing Date	**25 Feb 16** **1st Cut-off: 3 Dec 15** **2nd Cut-off:24 Dec 15** **3rd Cut-off:14 Jan 16** **4th Cut-off:4 Feb 16**
発行日: Date of Issue	**13 Nov 15**

1.職種名 Job title **(等級** Grade 7 **／語学等級** LD 4 **)**

Engineering Technician (Electrical), #544

（エンジニアリング専門職（電気））

Acceptable trainee level (採用可能見習い等級): 1-5

☒ 事務系 Administrative ☐ 技能系 Blue Collar Trade ☐ 保安系 Security ☐ 医療系 Medical

募集人数 No. of Recruitment: **1** 名

2.部隊 Activity

U. S. Naval Ship Repair Facility & Japan Regional Maintenance Center, Yokosuka (SRF-JRMC), Lifting & Handling Department (C700), Technical Division (C710)

勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka

3.勤務時間 Work Schedule **(週 40 時間制** hrww **)**

勤務日 Work Days: **Monday thru Friday 月曜日 – 金曜日**

勤務時間・休憩 Work Hours/Recess Period: **08:00-16:45/12:00 – 12:45**

☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

4.募集範囲 Area of Consideration

I. ☒ 現 MLC/IHA 従業員（部隊内）
Current MLC/IHA Employee within Activity

II. ☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance

III. ☒ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide

IV. ☒ 外部 Off Base Applicant

*Those who previously applied for VA# SRFJRMC-147-15need not to reapply.

5.雇用の種類 Type of Employment

☒ MLC
☐ IHA ☐ HPT
☒ 常用 Permanent
☐ 限定 Limited Term **(** __ヵ月 Months **)**

6.職務内容 Duties

See the attached.

7.資格要件／身体条件 Qualification/Physical Requirements

a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work, **OR** possession of doctorate degree in accredited graduate school in a related field may qualify him/her at 1-7 level.
b. Knowledge of engineering principles, techniques, methods, and precedents gained through technical experience in the electrical fields.
c. Knowledge of policies and procedures of the maintenance, inspection and certification testing of lifting and handling equipment, and instruction including NAVFAC P-307, UFC 3-320-07N, NAVSHIPREPFAC 11450.1 and 11451.1, JIS, NEC, and OSHA requirements.
d. Skill in operating computer with applications such as Microsoft Outlook, Word, Excel and Computer Aided Designing (CAD).
e. Ability to perform design, specification preparation and cost engineering to support maintenance and repair for lifting and handling equipments.
f. Ability to perform on-site evaluation of crane condition and troubleshooting, make recommendation for repair, and to provide technical oversight and direction with other technicians and organizations.
g. Ability to develop standard maintenance instructions for cranes based on manufacture guidelines and professional experience.
h. Ability to speak, read and write English at exceptional proficiency level (LD-4).

*An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.

1-6: a. One year of specialized technical and administrative work experience equivalent at 1-5 level in the related work, **OR** possession of Master's Degree in a related field may qualify him/her at 1-6 level.

1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, **OR** completion of 4-years college/university in a related field may qualify him/her at 1-5 level.

*Handicapped applicants may be accepted, depending upon the degree and kind of disability.

英語力 English Language Proficiency： ☐必要なし None ☐初級 Basic ☐中級 Intermediate ☐上級 Advanced ☒特段の能力 Exceptional

学歴 Educational Background：N/A	免許証／修了証 License/Certificate Required：7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents	職務状況 Working Condition
*☒ **空席応募用紙** Application for Vacancy Announcement *☒ **専門職務経歴書** Resume of Specialized Work Experience ***の記入は Complete ＊ in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either** ☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives" ☐ 運転免許証の写し Copy of Driver's License ☐ 修了証／証明書の写し Copy of Certificate ☒ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) ☒ 82 円切手を貼付し、応募者の郵便番号･住所･氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) ☒ 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy	

9. 応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、 郵送/提出して下さい。 募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

（注意）上記項目４番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.

１．内部応募者（現 MLC/IHA 従業員）提出先 (米海軍横須賀基地日本人雇用課 (HRO))：
Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001
神奈川県横須賀市泊町１番地
PSC 473 BOX 22 CNRJ HRO N132
内線/Extension 243-8152

〒238-0001
1 Banchi Tomari-cho, Yokosuka
PSC 473 BOX 22 CNRJ HRO N132

米海軍横須賀基地正門左手前事務所１階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。 毎日午前０６００時より、午後０６００時までこの箱への応募書類の提出が可能です。
Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

２．外部応募者（非従業員）提出先：
〒238-0011
神奈川県横須賀市米が浜通 1-6 村瀬ビル４階
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)
管理第一係
電話番号 Phone 046-828-6959

Off Base Applicants must submit to:
〒238-0011
Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
Yokosuka Branch of LMO/IAA
Management #1 Section

受付時間：月曜―金曜、0830-1730 時 (日本の祭日を除く)。 雇用条件等のご質問はこちらにお問い合わせ下さい。
Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) . Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : SRF-JRMC MLC Manpower Division (C1160)		軍電 (DSN) 243-4554
PD No.: SRFJRMC-710-011	PD is accurate and current. Certified by Activity: **ss**	HRO: (rcvd: 5/27) as 5/28 hh 5/28 (11/10) as 11/12 (1/13) as 1/13

応募要項を満たしていない場合､選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません。 Submitted applications will not be returned.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).
法令: 米国行政命令 10450, 9397；及び 日本法・個人情報の保護に関する法律（平成１５年法律第五十七号）
PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.
主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。
注記：記録は電子書式、もしくは書面にて厳重に保管されます。
ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.
利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。
DISCLOSURE : Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.
情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

TASK LIST FOR ENGINEERING TECHNICIAN (ELECTRICAL) 1-7

General: This is a full-performance level engineering technician position that performs technician type electrical engineering work. The incumbent reports directly to the Lifting and Handling Technical Division Head and is responsible for work involving the repair, maintenance, testing, and inspection of weight handling equipment in support of other technicians and engineers within the Technical Division.

Duties and Responsibilities:

1. Maintenance Manual

Interprets Navy Crane Center Directive and develops technical instructions to enhance safety and to promote improved crane maintenance and inspection such as Emergency Brake Test Procedure, Emergency Back up Power Supply Procedures for Portal Cranes using manuals, technical bulletins and professional experiences. Evaluation tools include knowledge of engineering materials and sciences, electronics, electrical theory, software programming, and ability in mathematics. OEM manuals are maintained up-to-date when equipment is affected by NAVFAC P-307 crane alterations.

2. Equipment Procurement

Develops scope of work and reviews Code 730 cost estimations. Reviews crane designs against Navy Crane Center safety advisories and equipment deficiency memorandums that are electrical in scope. Regularly confers with code 730, Shop 72, and Code 720 Division Heads to monitor equipment inventory for optimization. Makes equipment based recommendations to Shop Head, Foremen, and Group Masters based on inventory assessments.

Performs in-depth analysis of contractor’s proposal submission and reviews scope growth, bid proposals, price determinations, performance period, independent government estimates, and procurement specifications for electrical project procurements. Routinely performs market analysis and surveys to assess latest lifting and handling technologies on the market.

Performs inventory reviews and consults with Shop Heads, Group Masters, and Foremen on crane needs.

3. Equipment Installations

Performs calculations to assess the integrity of various crane components. When alterations of crane components are required, performs on-site evaluation; review drawings, references, manuals and engineering standards; applies engineering judgment; modifies standard guidelines to improve capability and durability of crane components; and recommends most appropriate material type, design and method of installation including dimensional analysis, CAD drawings, specification writing, and mathematical resultants. Fully develops crane alterations and makes proposal for approval from Navy Crane Center. Reviews contractor submittals and makes recommendations for design improvements.

Coordinates equipment installations and assumes lead role on projects with varied degrees of difficulty. Coordination efforts often require contact with external commands (e.g. NAVFAC, JED, FISC, NCC, etc.) and contractors.

4. Problem Solving

Investigates, analyzes reasons for the failure of crane component and recommends the best solution from several alternative approach by applying a wide range of expert technical knowledge gained through trainings and experience, and standard industrial specifications (e.g. NEC, OSHA, JIS, JCA, P307, etc.) to troubleshoot and often requires modifying, adapting and making compromises to determine solutions for crane deficiencies.. Problems are broad in nature, range of difficulty, and often require external command (e.g. NAVFAC, JED, FISC, NCC, etc.) support. Incumbent works independently to resolve problems and coordinates repairs with contractors. Problems are complex in nature and require expert engineering judgment and diverse problem solving approaches by exploring and adapting workable technical solutions to meet the requirements for unusual or non-conforming conditions associated with crane components. Examples include such works as analyzing, evaluating and adjusting programmable parameter settings of inverter controlled crane systems or microprocessor controlled crane system for failure research and consideration of best treatment from several alternative solutions to problems from expert technical standpoint; analyzing, adjusting Programmed Logic Controller (PLC) units for diagnosis on error codes and judgment of failure cause, and seeking resolution by adapting substantial standardized technical documents and equipment criteria; and controlling and maintaining the Radio Frequency for Code 700 by independently seeking resolution to avoid conflict with other codes or commands by application of in-depth knowledge of CFAY and Japan Radio Frequency Laws.

Provides optimized evaluations of cranes based on technical and economic factors.

Performs other related or incidental duties as assigned.